

SEISMIC VULNERABILITY AND RETROFIT OF KODIAK ISLAND BOROUGH SCHOOL FACILITIES

I. Introduction

The purpose of this request for proposal is to obtain professional services to assist the Kodiak Island Borough (KIB), owner, with developing a Seismic Vulnerability Assessment for up to fourteen (14) of its school facilities located around Kodiak Island and to acquire funding from the Federal Emergency Management Agency (FEMA) under it's Hazard Mitigation Grant Program. The scope of this proposal will include the following:

1. **Determination of probable site-specific ground motion for each structure from probable earthquakes.**
2. **Determination of the structural response and building performance to projected ground motion.**
3. **Determination of seismic deficiencies for each structure according to FEMA requirements for seismic evaluation of existing buildings.**
4. **Perform a cost-benefit analysis for each seismic mitigation alternative of each structure that meets current adopted codes.**
5. **Draft FEMA Hazard Mitigation Grant Program applications.**

The agencies involved in this project include the following:

Kodiak Island Borough (KIB): The owner of the school facilities and real property upon which the facilities are built. For the purposes of this grant, KIB will contract for A/E services and select a contractor under the KIB Code of Ordinances.

Kodiak Island Borough Engineering and Facilities Department (EF)
The Borough's Engineering and Facilities Department oversees the construction and maintenance of KIB facilities and will administer this project.

Kodiak Island Borough Architectural Review Board (ARB)
The (ARB) is one of the standing advisory boards of the Borough that advises the Borough Assembly about Architectural and Engineering aspects of its public works program.

Kodiak Island Borough School District (KIBSD). KIBSD Maintenance Department performs the operation and maintenance of school facilities as required under state of Alaska state statute.

Community Profile

The Kodiak Island Borough is the general government unit for the archipelago known as Kodiak. The Borough extends over 180 miles by 70 miles with a total land area of approximately 5000 square miles and encompasses approximately 200 islands. In 1989, additional lands were annexed on the Alaska Peninsula from Cape Douglas to Wide Bay.

Moderate seasons, cloudy skies, and moderately heavy precipitation characterize climatic conditions. Average yearly rainfall is 70 inches with an average of 77.5 inches of snowfall. Wind averages 10 knots with gusts as high as 100 knots.

Kodiak is located in a high seismic risk area. Earthquakes pose a threat to the community's infrastructure, including Kodiak's public school facilities. These buildings serve to house Kodiak's youth, but also act as community buildings and evacuation shelters.

Funding

The project is funded through voter-approved general obligation bonds. The total amount of the bond is \$500,000, which will be used to fund the RFP, seismic analysis and potential retrofit of the school facilities.

Project Schedule

The anticipated project schedule is as follows:

RFP Available to Bidders	February 14, 2005
Proposal Responses Due to KIB	March 11, 2005
Proposal Review Board	March 15, 2005
Interviews	April 4 - 6, 2005
Recommendation of Successful firm to KIB Assembly	April 7, 2005
Assembly Approval	April 14, 2005
Notification of Successful Offeror	April 15, 2005
Commencement of Fee Proposal and Negotiations	April 15, 2005

II. Scope of Work

A. Site Visit and Data Collection

KIB will provide existing building construction prints and drawings for school facilities. Documents will be provided in electronic format for most structures. Copies of building prints will also be available. These drawings will include design, civil, structural, electrical, and mechanical components of the facility. Not all drawings will be “as-built” drawings. Other technical reports (i.e. soil investigations and reports) may also be available. The following are the type of drawings common to school facilities:

- Original A/E construction drawings.
- Original A/E construction drawings for additions, remodels, repairs and alterations of the structure.
- Original As-built drawings may be available for selected structures.

The consultants will make themselves familiar with each of the school facilities as well as the structure’s geologic setting.

Consultants will meet with KIB and KIBSD maintenance staff on data needs and availability.

B. Ground Motion probability

Consultants will describe the seismic setting, local geology and other geologic factors in determining the probability of various magnitude earthquakes and probable ground motion that may translate to each structure.

C. Seismic Risk Assessment for each Facility

Consultants will conduct a seismic assessment of each structure to withstand severe ground motions due to earthquakes in accordance with appropriate FEMA requirements. This work will be an investigation and analysis (“structural condition survey”) of the basic building systems. Consultants will identify seismic deficiencies and life-safety issues associated with this review. Work may include intrusive and destructive testing.

D. Seismic Retrofit Strategies

Consultants will determine the cost to repair structural deficiencies and recommend alternatives for area of concern for each building. A cost-benefit analysis determining what alternatives are most cost effective shall be performed.

E. Prepare FEMA Hazard Mitigation Grant Applications

Consultant shall prepare applications to FEMA’s Hazard Mitigation Grant Program for buildings identified as eligible for FEMA funds.

F. Public Presentations/Products

Prepare 25 copies of draft reports of findings to be presented to the ARB, KIB and other agencies for review. An electronic copy in Adobe Acrobat Reader version 6.0 will also be made available to the EF Department. Attendance at a public meeting in Kodiak is required to present findings to EF staff, ARB members and the public in an effort to collect comments in preparation of a final report. Ten (10) copies of a final report will be submitted to EF Department at the end of the project, as well as one (1) electronic copy. One (1) copy of FEMA Hazard Mitigation Grant application for each of the facilities will be transmitted. Follow-up on any subsequent grant application information to complete the grant process is required.

III. Evaluation & Selection Criteria

The selection of a firm for award of the contract will be by the ARB, which will evaluate the responses to this solicitation. Responsive firms will be ranked numerically. Responses will be evaluated on the basis of the advantages and disadvantages to KIB using the criteria set forth below.

The selection process for this RFP will be a qualifications based selection process where price is not an evaluation criteria. There shall be no discussion of price in either the initial response or in the interview. The top ranked firm selected for contract negotiations will be required to submit a detailed fee proposal.

Proposal

Firm Qualifications and Experience:

Weight 40%

- Provide detailed information on at least two projects of similar scope to the services requested.
- Description of your successes in applying and receiving funding from FEMA's Hazard Mitigation Grant Program.
- Description of your experience with seismic analysis of public buildings.
- Description of your experience in developing mitigation plans for seismic deficient buildings and determining cost/benefit analysis for recommended alternatives.
- Description of your experience with determining seismic ground motions.
- Discussion of other projects that your firm has completed that you believe would qualify your firm for this project.
- Description of why your firm may be particularly qualified to be selected for this project.
- Provision of two references for each project submitted.

Management Plan:

Weight 20%

- Discussion of your proposed management plan for this project. Provide a table or chart that shows organizational structure, chain of supervision, decision authority and communications.
- Description of your firm's approach to the project, and at a summary level, the steps seen as an integral part of successfully guiding us through this process.
- Description of the roles of the team members and your communication strategy with both the client and your sub-consultants.
- Discussion of your firm's cost estimating procedures during the design process and how estimates are verified/validated.

Proposed Project Team:

Weight 30%

- Provision of the professional qualifications and experiences of the proposed project team members. Discussion of your demonstrated expertise in working as a team on recent projects.
- A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information which may detract from the evaluation of the proposal. Lists of projects are not useful. A focus on the individual's specific duties and responsibilities and how project experience is relevant to the proposed project is preferred.
- A list of at least three references (contact persons and telephone numbers) for each person proposed.

Workload and Resources:

Weight 10%

- Discussion of both current and potential projects the firm is contemplating as well as the current and potential time commitments of your proposed project team.

IV. Review of Proposals**Evaluation Process**

An evaluation committee consisting of at least seven (7) evaluators will evaluate responsive proposals. Each proposal will be independently evaluated by each member of the evaluation committee.

Evaluation Factors

The evaluation factors and the weight of each are:

1. Firm Qualifications and Experience	40%
2. Management Plan	20%
3. Proposed Project Team	30%
4. Workload and Resources	<u>10%</u>
Total	100%

Interviews

Selected proposers will be requested to interview with the selection committee. Proposers will be notified in writing of the interview requirements, date, time, location, and amount of time allowed for an interview/presentation and question and answer period.

V. Proposal Format

Submit one (1) bound copy and ten (10) stapled copies of the proposal. The response must contain a statement of qualifications and a concise narrative which addresses, in the order presented, the evaluation criteria set forth in this solicitation. The narrative response shall not exceed fifteen pages in length, exclusive of appendix, cover page, letter of transmittal and table of contents.

Submit proposals to:

Manager's Office
Room 125
Kodiak Island Borough
710 Mill Bay Road
Kodiak, Alaska 99615

Proposals should be bound and organized according to the following outline:

Letter of Transmittal:

A letter of transmittal shall include the following:

- The proposer's name and address;
- Statement that indicates the proposal is valid for at least 90 days from the proposal submission deadline;
- Statement that indicates the proposer's willingness to perform the services described in this RFP;
- A statement that all staff and other resources which are required to perform the services described in this RFP will be made available by your organization over the life of the anticipated contract;
- Statement that the signatory has authority to bind the proposer; and
- Signature of authorized individual.

Proposal Response:

1. Table of Contents
2. Firm Qualifications and Experience
3. Management Plan
4. Proposed Project Team
5. Workload and Resources

VI. Administrative Information

1. **Contact Person:** Any information required or questions regarding this RFP should be addressed to the project manager:

Bud Cassidy, Director
Engineering/Facilities Department
Kodiak Island Borough
710 Mill Bay Road
Kodiak, Alaska 99615-6398
Phone: (907) 486-9343
Fax: (907) 486-9394
bcassidy@kib.co.kodiak.ak.us

2. **Deadline for Receipt of Proposals:** Proposals may be mailed or hand delivered, as long as (10) copies are physically received by KIB no later than **3:00 p.m., prevailing time (AK), March 11, 2005**. Faxed proposals are not acceptable. Proposals received after the above proposal submission deadline will not be considered and will be returned.
3. **Proposers Review and Substantive Questions:** Proposers should carefully review this RFP for errors, questionable or objectionable materials, and items requiring clarification. Proposers shall put these comments and/or questions in writing and submit them to the contact person noted above. Please submit questions at least five days before the due date of proposals. This will allow time for an addendum to the RFP to be issued, if required, to all recipients of the initial RFP.
4. **Addendum to the RFP:** KIB reserves the right to issue written addenda to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals.
5. **Cancellation of the RFP:** KIB retains the right to cancel the RFP process if it is in the KIB's best interest. KIB shall not be responsible for costs incurred by proposers for proposal preparation.
6. **Proposal Withdrawal and Correction:** A proposal may be corrected or withdrawn by a written request received prior to the deadline for receipt of proposals.
7. **Retention of Proposals:** All proposals and other material submitted become KIB property and may be returned only at KIB's option.
8. **Cost of Proposal Preparation:** Any and all costs incurred by proposers in preparing and submitting a proposal are the proposer's responsibility and shall not be charged to KIB or reflected as an expense of the resulting contract.

9. **Delivery of Proposals:** KIB assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.
10. **Media Announcements:** Any and all media announcements pertaining to this RFP require KIB's prior written approval.
11. **Binding Contract:** This RFP does not obligate KIB or the selected proposer until a contract is signed and approved by all parties.

VII. Insurance Requirements

- A. The Consultant shall not commence work under this contract until all the insurance required under this Article has been obtained and such insurance has been approved by the Kodiak Island Borough, nor shall the Consultant allow any Subconsultant to commence work until the insurance required has been so obtained. The Consultant shall maintain such insurance as will protect it from claims under Worker's Compensation Acts and other employee benefit acts for damages because of bodily injury, including death, to its employees and all others for damages to property, any or all of which may arise out of or result from the Consultant's operations under the Contract, whether such operations be by itself or by any Subconsultant or anyone directly or indirectly employed by either of them.

Evidence of the following insurance policies will be furnished to the Kodiak Island Borough prior to award of the Contract.

1. Worker's Compensation. The Consultant shall procure and maintain, during the life of this Contract, Worker's Compensation Insurance as required by applicable State law for all its employees to be engaged in the work. In case of subconsulted work, the Subconsultant shall provide Worker's Compensation Insurance for all of its employees engaged in the work.
2. Consultant's Liability.
The Consultant and Subconsultants shall procure and maintain, during the life of this Contract:
 - a. Public Liability Insurance and Contractual Liability. The minimum acceptable limits of combined single limit coverage shall be in an amount not less than \$1,000,000,000.00
 - b. Vehicle and Automobile Liability and Property Damage Insurance: Limits, coverage to be in the same amounts specified in paragraph 2a. above.
 - c. Subconsultants Public Liability and Property Damage Insurance: The Subconsultants shall ensure the activities of their employees, types and amounts as specified in paragraphs 2a. and 2b. above.
3. Professional Liability. The Consultant at their own cost and expense, shall effect and maintain at all times during the life of the Contract a good and sufficient professional liability insurance policy of not less than \$1,000,000.00, protecting the Consultant against claims of the Kodiak Island

Borough for negligence, errors, mistakes, or omissions in the performance of the services to be performed and furnished by the Consultant.

Nothing herein contained shall in any manner create any liability against the Kodiak Island Borough on behalf of any claim for labor, services, or materials, and to the fullest extent permitted by the law, the Consultant agrees to defend, indemnify and hold harmless the Kodiak Island Borough, its elected officials, employees, and volunteers against any and all liabilities, claims, demands, lawsuits, or losses, including costs and attorney fees incurred in defense thereof, arising out of or in any way connected or associated with this RFP. Nothing herein contained shall affect the liability of the Consultant or his sureties to the Kodiak Island Borough or to any workmen or materialmen upon bond given in connection with this Contract.

- B. The Consultant shall furnish certificates issued to the Kodiak Island Borough showing the type, amount, effective date, and dates of expiration of policies with the requirements noted below:
1. All policies have been endorsed to waive the insurer's right of subrogation against KIB.
 2. Provide the KIB with at least a thirty (30) day written notice of any material change, cancellation or non-renewal of the policy(s) during the contract period. Certificates of insurance shall be the current ACORD 25-S form, referencing KIB and PKIMC as additional insured and certificate holders.
 3. Consultant shall provide a certificate of insurance showing all required coverage's and endorsements prior to commencing work.